

**National Park Service
Central Alaska Network
Project Check List Form**

Place a copy of this completed form in the hardcopy folder of the project. Store the electronic copy of this document in the ...\\project\\documents subdirectory.

Project Name: _____

I&M Project Number: _____ **Date:** _____

Project Contact (e-mail/phone): _____

Project Personnel (e-mail/phone): _____

****Location of Materials:**

Physical files: _____

Electronic files: _____

*File Type: PF = hardcopy project folder, RF = hardcopy in library folder, PE = in project electronic folder, RF = In \\ResourceLibrary folder

† Recommended minimum archival items, in addition to local storage.

Project Elements	Complete	File Type *	Digital Copy **	Entered ANCS+	NPS Archive †	Comments/Specific Location**:
Final Proposal						
Study Plan						
Permit Compliance Documents						
Protocols						
Field Forms†						
Field Notes†						
Data entry Databases						
Completed databases						
Reports						
Maps†						
Documentation of files†						This document
CD-ROM backup of project†						

HD backup (shared drive)						
Project Elements	Complete	File Type *	Digital Copy **	Entered ANCS+	NPS Archive †	Comments/Specific Location**:
Reports to Library and ARLIS						
NatureBib Entry						
NPSpecies Entry						
Metadata Generation (digital and hardcopy)						
Closeout of Project/Permits						